



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 4.4.1	Subject: INMATE HYGIENE, CLOTHING & LINEN SUPPLIES		
Reference: DOC Policy No. 4.4.1		Page 1 of 9 and no attachments	
Effective Date: October 30, 1998		Revision (new effective date): April 16, 2013	
Signature / Title: /s/ Leroy Kirkegard / Warden			

I. PURPOSE

To provide all inmates with the resources and facilities to maintain themselves in a clean and hygienic manner, and require them to do so. Inmate personal grooming appearance and hygiene habits will comply with appropriate safety, security, identification, hygiene, and sanitation standards.

II. DEFINITIONS (none)

III. PROCEDURES

A. General Requirements

1. Inmates are to keep themselves clean, neatly dressed, and well groomed, and conform their appearance to the standards set forth in this operational procedure. Inmates refusing to do so may be subject to appropriate disciplinary action and/or use of force protocols to gain compliance. Disciplinary action related to non-compliance may impact an inmate's classification and housing unit placement.
2. Staff, especially housing unit and work supervisors, are responsible for enforcing appropriate standards of personal appearance and cleanliness of the inmates.
 - a. Housing unit staff and work supervisors will monitor the appearance of the inmates they supervise on a daily basis.
 - b. If a staff member determines that an inmate's dress, grooming, and personal hygiene or appearance is inappropriate, the inmate will be required to remedy the problem. Failure to comply will result in disciplinary action in accordance with *MSP 3.4.1, Inmate Discipline*.
 - c. As noted below, in section B.11, inmates must at a minimum wear briefs while in their cell. When in the block or cube inmates must be wearing a t-shirt, briefs, and a pair of gym shorts or pants. Individual inmate housing unit rules outline the dress requirements for inmates going to and from the shower facilities.
 - d. In order to enable inmates to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their buttocks, or genitalia, female custody staff are not to:
 - 1) Enter inmate shower and/or toilet areas.
 - 2) View inmates while they shower, perform bodily functions, and change clothes.The only exceptions to this will be during circumstances when they are responding to signs that illegal or unauthorized activities may be in progress in these areas, or where such viewing is incident to the performance of other routine security duties.
3. Inmates are encouraged to shower at least every other day, or in accordance with their housing unit showering schedule. Inmates may be ordered by staff to take a shower if their body odor becomes offensive. If an inmate violates this section, he may be ordered to submit to a shower. Failure to comply will result in disciplinary action in accordance with *MSP 3.4.1, Inmate Discipline*.

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B. Clothing

1. Admissions staff will issue each inmate the following state owned clothing items during the admission process in the Diagnostic/Intake Unit:
 - a. Shirt
 - b. Pants
 - c. Briefs
 - d. Socks
2. Each inmate will be issued a parka when they leave the intake unit and enter general population housing. Unit staff will issue the following state owned clothing, linens, and bedding items to each inmate upon admission to a general population housing unit:
 - a. 2 pants
 - b. 2 shirts
 - c. 2 pair socks
 - d. 2 pair shorts
 - e. 2 blankets and sheets
 - f. 1 pillowcase
 - g. 1 towel
 - h. 1 washcloth
 - i. 1 jacket
3. Upon assignment to a locked housing unit/cell, staff will issue the following state owned clothing, linens, and bedding items to an inmate:
 - a. 1 scrub shirt
 - b. 1 scrub pant
 - c. 1 pair socks
 - d. 1 brief
 - e. 2 blankets
 - f. 1 set of two sheets
 - g. 1 pillowcase
 - h. 1 hand towel
4. The only items of personal clothing allowed for inmate retention are listed in *MSP 4.1.3, Inmate Personal Property*.
5. With the written approval of the Warden or designee an inmate's attorney may bring civilian clothing to the courthouse for the inmate to change into and wear during a court appearance. Transportation staff will thoroughly search this clothing prior to giving it to the inmate to change into. Transportation staff will have the inmate change into transport clothing prior to leaving the courthouse for return to MSP, and the civilian clothing will be returned to the attorney.
6. Inmates must be wearing a state issue shirt, state issue pant, a pair of footwear, briefs, and socks whenever they leave their assigned housing unit or are working a unit work assignment.
7. Inmates may wear their personal sweatshirt in place of the state issued shirt and a pair of sweatpants or gym shorts in place of the state issued pants when attending gym or recreation yard.
8. Inmates are not allowed to wear their personal gym shorts, sweatpants, and/or sweatshirts underneath their state issued shirts and pants except when attending Native American sweat activities, to which they must wear gym shorts, which they are not allowed to remove.

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9. Work supervisors may allow an inmate worker who is wearing a solid white cotton t-shirt underneath his state issue shirt to remove the outer shirt in hot work environments.
10. Inmates must be wearing a shirt, briefs, pants, a pair of footwear, and socks whenever they leave their assigned block or cube, and will not be allowed to remove any of these clothing items unless directed to do so by staff for search or exam purposes. Individual housing unit rules will outline when the shirt and pants must be state issue.
11. Inmates must at a minimum wear briefs while in their cell. When in the block or cube inmates must be wearing a t-shirt, briefs, and a pair of gym shorts or pants. Individual housing unit rules will outline the dress requirements for inmates going to and from the shower facilities.
12. Inmates are to wear clothing that fits properly and is in serviceable condition. Inmate appearance standards prohibit:
 - a. Wearing pants in a manner causing them to sag.
 - b. Wearing clothing items that are over or under sized for the individual's body style (baggy clothing).
 - c. Wearing clothing items that have holes in them.
 - d. Wearing any style of dress that displays security threat group identification.
13. The baseball style hats sold by Canteen must be worn as designed – bill straight forward, not backward or angled to the side. Stocking caps purchased through the Canteen as personal property will only be allowed to be worn from September 1 through May 30. Stocking caps worn outside of this time period will be confiscated by staff, utilizing a disciplinary infraction report. Inmates are prohibited from wearing any other garment on their head, face, or neck (do-rags, neck scarves, headbands, etc.). WRC inmate workers may be authorized other headwear appropriate to their work assignment.
14. Gloves
 - a. The brown jersey gloves allowed for inmate purchase from Canteen are intended to provide protection to the hands from cold weather and certain work assignment activities. They will only be allowed to be worn from September 1 through May 30, and are limited as to when they can be worn as follows:
 - 1) When attending scheduled outdoor recreation yard.
 - 2) When actively working at an outdoor work assignment detail.
 - 3) While going to and from a work assignment at the industries compound.
Inmates may not be wearing gloves when going to and from the industries dining hall, while inside the dining hall, or while being processed through the Change House or other security posts.
 - b. The fingerless weight lifting gloves allowed for inmate purchase from Canteen are intended to provide protection to the hands while the inmate is lifting weights. Inmates are allowed to have them on their person when going to and from gym, but the only time inmates are allowed to wear them is while they are lifting weights.

Inmates may not wear any gloves inside the unit or take their gloves to the dining halls, school, groups, infirmary, etc.
Gloves worn or found on an inmate in violation of the above allowances will be confiscated by staff, utilizing a disciplinary infraction report. Inmates are prohibited from wearing any other garment on their hands.
15. Certain seasonal clothing items will only be worn as needed during the respective season as determined by facility management (see language concerning headwear and gloves

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above). Certain seasonal clothing items may be issued to or collected from inmates when the seasons change (coats, parkas, etc.)

16. An inmate who alters or destroys any state issued clothing item will be held accountable through the inmate disciplinary process.

C. Laundry Services

1. State owned/issued laundry pass procedures are established in each of the housing unit rules.
2. State owned/issued laundry items will be laundered only at the facility central laundry.
3. Personal laundry service and procedures are outlined in each of the housing unit rules. Montana State Prison is not liable for loss or damage to inmate personal laundry. The facility may establish procedures for the laundering of personal laundry at the central laundry facility instead of the individual housing units.
4. MSP may replace personal clothing items with state issued clothing based on security needs and cost factors.

D. Personal Hygiene

1. Admissions staff will issue each inmate the following personal hygiene items during the admission process in the Diagnostic/Intake Unit:
 - a. Toothbrush/dentifrice
 - b. Comb
 - c. Deodorant
 - d. Shampoo
2. After initial issue of personal hygiene items, inmates must purchase hygiene items through the Canteen.
 - a. Normally an inmate with no funds should apply for indigent status to obtain personal hygiene items.
 - b. On a case by case basis housing unit staff will assist an inmate in obtaining necessary hygiene items.
3. General population inmates may keep up to four rolls of toilet paper they have purchased from Canteen in their cell, and unit staff will ensure there are sufficient quantities of toilet paper on hand to issue to inmates for normal use patterns.
4. Personal hygiene needs will not be denied as a form of punishment, indifference, or disciplinary reasons, however they may be denied temporarily for safety and security reasons.
5. Inmates are required to brush and or clean their teeth and dentures regularly as required in order to protect and properly care for their teeth and practice appropriate sanitation of their mouth. Inmates should brush their teeth or dentures a minimum of once per day.

E. Showers

1. Showers will be available and required upon admission in the Diagnostic/Intake Unit. Inmates who refuse to shower upon initial admission will receive a use of force shower as determined by the Security Major or designee after consultation with mental and medical health services staff. Inmates will be given one opportunity to voluntarily submit to a shower prior to use of force.
2. Inmates are expected to shower/bathe routinely, in accordance with the environmental conditions of the season. For hygienic reasons, inmates are encouraged to shower at least every other day, or in accordance with their housing unit showering schedule. Inmates in

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- special work assignments, such as food service or work assignments that require significant physical labor, are encouraged to bathe on a daily basis.
3. Inmates who fail to shower/bath at least once every seven days or whose body odor is such that it is offensive to staff or other inmates will be required to shower. The facility will develop a tracking mechanism for problem inmates to verify the time period elapsed and justification for a required shower. Unit staff will discuss with the inmate the reason for not showering/bathing as necessary and make a determination of whether it is a result of mental or medical health issue. For non-mental or medical health issues the inmate will be advised that he will be subject to an involuntary shower through the use of force as needed. The Security Major or designee will determine the method by which a use of force shower will be administered. If the inmate has mental or medical health issues, the appropriate staff will work with the inmate to gain compliance prior to any use of force.
 4. In cases where an inmate has soiled himself or has spread food or human waste in a cell or other areas, he will be given the opportunity to voluntarily shower. Staff will not be required to wait the seven days before involuntarily showering the offender. If the inmate declines the opportunity to take a voluntarily shower he will be subject to a use of force shower.
 5. In housing areas, showers of sanitary design with hot and cold running water will be available to inmates at least every other day on an established schedule.
 6. Unit staff may modify an inmate's normal shower schedule if the inmate's behavior results in security/safety problems. Normal shower schedules may be modified during emergencies. Staff must document the reason for any modification.
 7. Approved use of force showers will involve the following:
 - a. The inmate will be escorted to the shower stall using established escort protocols, including hands-on techniques when necessary.
 - b. The shower may be administered through the use of soap and warm water (not hot or cold) under low pressure from a hose or other device which provides for a proper cleaning of the inmate. Staff will not physically touch or scrub the inmate.
 - c. Staff will videotape all steps of use of force showers, especially the inmate's refusal to voluntarily shower, his escort/placement in to the shower stall, the showering process, and his escort/removal from the shower stall.
 - d. All standard use of force protocols will be followed.
 - e. Staff will document why the inmate was refusing to shower and the steps taken to gain compliance prior to the use of force.

F. Bedding

1. Unit staff will issue inmates blankets that are appropriate to the climate and season.
2. Unit staff will provide inmates the opportunity to exchange issued bed linens not less than once per week. The exchange schedule will be included in the housing unit rules. All exchanges of inmate bedding will be on a one for one basis. Inmates will be held accountable for any bedding altered or destroyed through the inmate disciplinary process.
3. Each mattress and pillow utilized by inmates will be sanitized with a liquid sanitizing solution prior to placement in storage and when reissued from one inmate to another. Facility staff may perform the function themselves, utilizing an approved sanitizing solution, or provide the sanitizing solution to the inmate occupant to clean the mattress and pillow himself.

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G. Sinks and Toilets

1. Inmates will be provided access to a hand-washing sink with hot and cold running water and a flushable working toilet.
2. Fixtures will be of sanitary design, easily cleanable, and kept clean.
3. Work areas that require special sanitary conditions, or may expose inmates or employees to conditions requiring access to a shower, will provide such. These work areas may include food service, medical, shop areas, and industrial operations.

H. Hair Grooming

1. Inmates must keep their hair neat, clean, well groomed and free of unpleasant odors at all times. Clean is defined as free of dirt, body oil, lice, ticks, nits, excessive dandruff or foreign substances.
2. The following head or facial hair styles are not permitted:
 - a. The sculpting of initials, lines, designs, patterns, letters, numbers or multiple parts.
 - b. Dyed hair.
 - c. Hair disproportionately longer in one area than another (excluding natural baldness).
 - d. Partially shaved heads.
 - e. Excessive braids, weaves, or dreadlocks.
 - f. Hairstyles that have been demonstrated to be an indicator of being a member or being identified with any security threat group.
 - g. Haircuts and styles which draw undue attention to an individual inmate or group of inmates.
 - h. Eyebrow removal or alteration, especially in a manner that draws undue attention to an inmate.
3. An individual inmate's hairstyle that is a fundamental tenet of his sincerely held religious belief, that has been approved and documented by the facility Religious Activities Coordinator and Security Major, will be authorized as long as his hair is capable of being searched in a reasonable period of time (less than three minutes) and does not present a health or safety hazard.
 - a. If an inmate wants a religious exception, he must fill out an OSR form, detailing the reason(s) why an exception should be granted, specifying the religion of which he is a believer, and detailing why he cannot comply with the hair grooming procedures and be adherent to his faith. The inmate must mail the OSR to the facility Religious Activities Coordinator and Security Major, who will check available records to validate whether or not the inmate has declared he is a member of the faith group and whether or not he has regularly and routinely attended the services of the faith group he has declared adherence to.
 - 1) A religious declaration that is not sincerely held or documented will not justify an exception.
 - 2) A belief that is secular (i.e. not religious in nature) will not justify an exception.
 - b. The Religious Activities Coordinator and Security Major will evaluate the inmate's religious belief sincerity and conviction regarding hair, the compelling penological or government interests to deny/approve the request (such as hiding of contraband, time period for searches to occur, and poor hygiene) and approve or deny the request for an exception.

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4. Staff may require an inmate to unbraid or untie his hair in order to complete an adequate security search, therefore inmates must keep their head and facial hair clean and groomed (cut and styled) in a manner that facilitates easy, timely, and uncomplicated searches by staff. Styles with thickly matted hair, that are too long, have too much hair, or that have intricate braiding and/or excessive braids, are not allowed because they take too much time (three minutes or longer) to search and/or unbraid, and do not facilitate easy, timely, and uncomplicated searches.
 - a. If it is determined that an inmate has too much hair, has hair that is too long, or has his hair in a style which has been identified as an indicator of an affiliation with a security threat group or which otherwise presents a security risk, the inmate will be required to change his hair style and/or submit to a haircut.
 - b. Supervisors will require inmate workers to keep their hair at a length or in a style appropriate to their work duties.
 - 1) Specific work assignments (e.g., industries and food service) require inmate workers to keep their hair at a length or in a style that meets safety and/or health guidelines.
 - 2) Supervisors will require inmate workers who are visible to persons from the public to keep their hair conservatively styled and cut to a length shorter than the top of their collar. Beards, if allowed, must be kept clean and closely trimmed (under 1" in length).
Supervisors will advise the inmate workers on the standards and enforce them.
 - c. If an inmate has hair that hangs below the top of a shirt collar, he must keep it up in a ponytail or simple braid when he is out of his living quarters (cell or day room).
 - d. Inmates are allowed to grow sideburns, a beard and/or a mustache, but they must be kept clean, neatly groomed, and the hair kept under 1" in length. Styles which draw undue attention to an individual inmate or group of inmates will not be allowed.
5. If an inmate violates a provision of this section of the procedure regarding hair, he will be instructed to shave or change his hairstyle and/or submit to a haircut. Failure to comply will result in progressive disciplinary action and/or use of force to accomplish compliance.
 - a. Criteria for use of force in accomplishing cutting of hair:
 - 1) Refusal by an inmate to shave or get a haircut when there is documentation in his health records that he has a contagious and/or unsanitary condition that warrants cutting of his head or facial hair.
 - 2) Refusal by an inmate to shave or get a haircut when there is documentation that the inmate has hidden contraband within his facial or head hair.
 - 3) Refusal by an inmate to shave or get a haircut when there is documentation that he has not complied with prior orders to shave or cut his hair due to having head or facial hairstyles that are not permitted and for which no religious exemption has been granted.
 - 4) Refusal by an inmate to shave or get a haircut when there is documentation that his hair cannot be searched in a timely and uncomplicated manner due to excessive braiding, thickly matted hair or other reasons.
 - b. Procedures for hair cutting by use of force:

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- 1) All documentation supporting use of force to shave or cut an inmate's hair will be reviewed by the Deputy Warden or Security Major prior to cutting of the hair.
- 2) The assembled use of force team leader, on video, will give the inmate one last opportunity to submit to a shave or haircut without use of force and explain the consequences of non-compliance. If the inmate decides to submit to a non-use of force shave or haircut this will be videotaped with the appropriate documentation retained as evidence.
- 3) A private, isolated location for implementation of use of force procedures related to hair cutting will be pre-determined and utilized.
- 4) Staff engaged in the use of force shaving or hair cutting will employ the necessary bio-hazard precautions.
- 5) Staff engaged in the use of force shaving or hair cutting will employ/apply restraints or physical force only as needed.
- 6) Staff engaged in the use of force shaving or hair cutting will employ only properly sanitized electric shavers or hair trimmers to shave or cut the hair. Staff will not utilize an inmate (barber or otherwise) to conduct a use of force shaving or hair cutting.
- 7) Staff engaged in use of force shaving or hair cutting will document by video and the completion of incident reports the entire use of force hair cutting process, especially the following:
 - a) Staff telling the inmate that this is his last opportunity to submit to a shave or haircut without use of force, and explaining the consequences of non-compliance.
 - b) The hands-on escort to the pre-determined location for the clipping and/or shaving and the compliance/restraining process utilized to place the inmate in a position to be clipped and/or shaved.
 - c) The clipping and/or shaving process.
 - d) The removal of the inmate from the restrained position, the escort to his assigned cell, and removal of necessary restraints.
- c. All standard use of force protocols will be followed.
- d. Staff will document why the inmate was refusing to shower and the steps taken to gain compliance prior to the use of force.
6. Barber service
 - a. At the Work Reentry Center and in each of the high security housing units, unit staff will assign an inmate unit worker to barber duties. The barber service will be provided in the unit.
 - b. Inmates housed within the Low Side Compound will have access to an inmate worker assigned to perform barber duties in the Low Support Building. A schedule of barber service times must be displayed in each of the housing units, and it must include times for inmates that work during the day to get barber services.
 - c. Procedures will be outlined for the control and accountability of barber equipment and supplies.
 - d. Inmate barbers will be given the parameters regarding allowed hairstyles for inmates and will cut inmates hair within those parameters only. Lack of compliance will result in loss of work assignment and appropriate disciplinary action for both the inmate barber and inmate receiving the haircut.

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I. Footwear

1. Admissions staff will issue each inmate a pair of state owned lace less shoes during the admission process in the Martz Diagnostic/Intake Unit. If an inmate arrives with a pair of personally owned shoes/footwear admissions staff will ask the inmate if he wants to mail them to someone or have them disposed of. If the inmate chooses to mail them out the mailing fees will be paid by the facility or the IWF.
2. Locked Housing unit staff will issue a pair of state owned lace less shoes to each inmate during the unit intake process, and place the inmate's personal or state issue shoes with the rest of his property that is in storage. The Unit Management Team may approve identified inmates to purchase personally owned footwear with Velcro or lace less closure.
3. Once a year an inmate in general population housing may request a pair of state owned footwear. Unit staff will order him a pair if:
 - a. He does not have an adequate pair of shoes.
 - b. His personal footwear do not provide adequate protection for his feet with the work he is performing in his current work assignment.
 - c. The footwear limit for inmates is established as outlined in *MSP 4.1.3, Inmate Personal Property*.

- J.** When a significant change occurs in an inmate's appearance a new identification card shall be made. See *MSP 3.1.107, Inmate ID Cards*.

K. Inmate Living Quarters

1. Areas in which inmates are housed will be maintained in a clean and sanitary condition.
2. Housing unit rules must require inmates to keep their living quarters/areas in a neat and sanitary condition.
3. Each Housing Unit Management Team will determine the methods used for cleaning, the cleaning schedule, and a regular inspection schedule.
4. Housing Unit Management Teams will ensure inmates have access to cleaning supplies as determined by housing unit post orders.
5. If an inmate fails to abide by personal or living quarter cleanliness standards, he will be subject to disciplinary action.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Associate Warden responsible for the inmate housing units.

V. ATTACHMENTS (none)